

# GENEVA HOUSING AUTHORITY COURTYARD, ELMCREST AND ST. FRANCIS APARTMENTS

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A CASE STUDY ON THE PRESERVATION OF PUBLIC HOUSING\*

THROUGH PUBLIC-PRIVATE PARTNERSHIP

USING MIXED FINANCING AND A RAD COMPONENT I CONVERSION

\*WITH A SIDE OF HISTORIC PRESERVATION



# COURTYARD APARTMENTS

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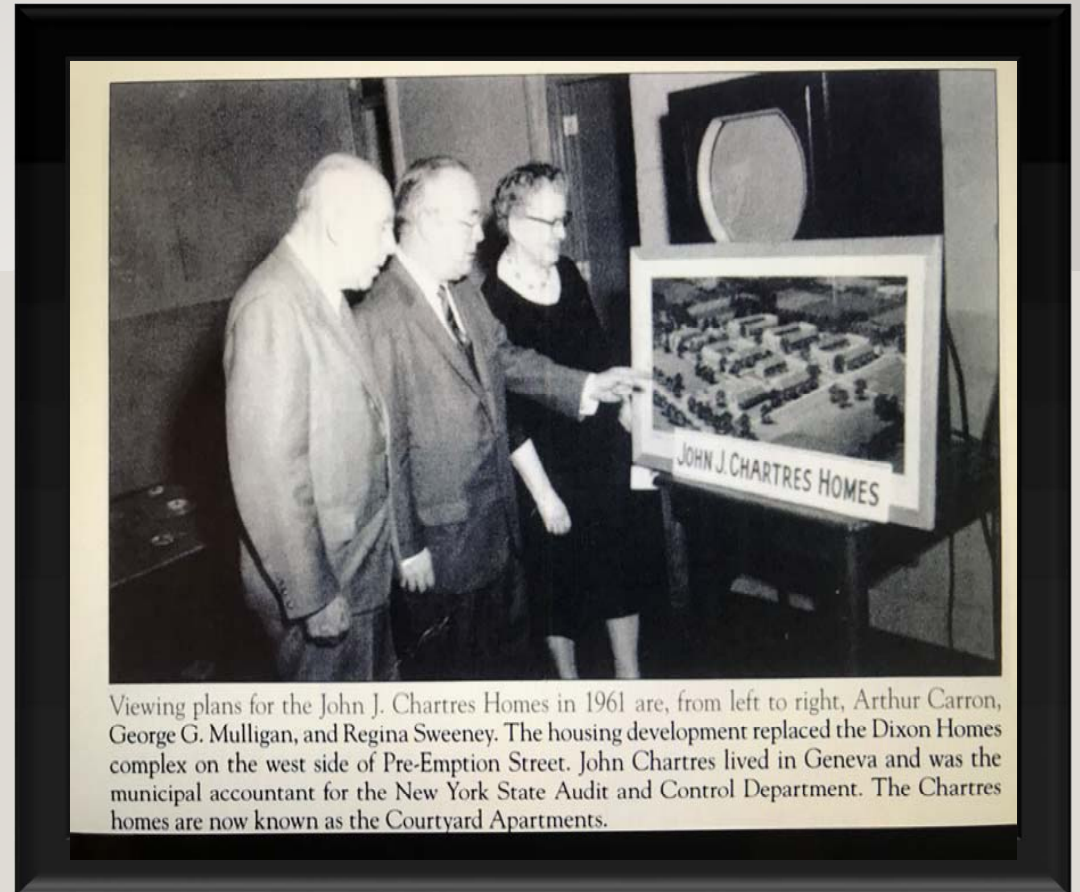
- One hundred twenty-four (124) unit affordable housing apartment complex for low, very low and extremely low income families owned and operated by Geneva Housing Authority as public housing.
- Consists of twelve (12) residential buildings and one (1) administrative building.
- Situated on an approximately 10 acre parcel of land in the City of Geneva.

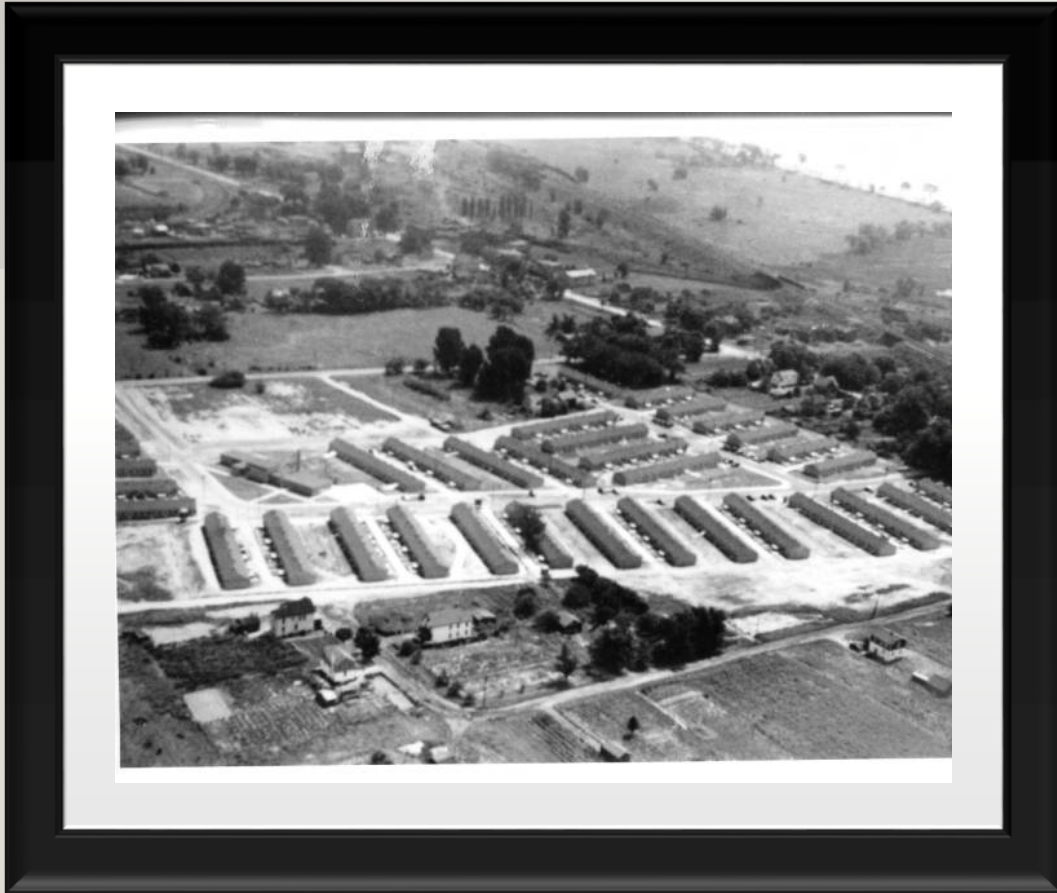


## COURTYARD APARTMENTS- HISTORICAL BACKGROUND

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- Originally known as John J. Chartres Homes.
- Developed by Geneva Housing Authority in the late 1950s and early 1960s, in partnership with New York State, by and through its Division of Housing and Community Renewal (DHCR), and the City of Geneva, as the City's first State-Subsidized Housing Project (Project No. NYS-93).





## COURTYARD APARTMENTS- HISTORICAL BACKGROUND

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- Principal original purpose of the apartment development was to replace a portion of an obsolescent two hundred fifty (250) unit housing project known as Dixon Homes, which was situated at the same site.

## COURTYARD APARTMENTS- HISTORICAL BACKGROUND

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- Dixon Homes was built by the Federal Housing Administration (FHA) during World War II as temporary housing for construction workers (and their families) building a Munitions Depot for the United States Army, and a Naval Training Base for the United States Navy, in nearby Seneca County.





## COURTYARD APARTMENTS- HISTORICAL BACKGROUND

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- However, after construction of those nearby military facilities was completed, and continuing through the end of World War II, Dixon Homes was used by the United States Army as a P.O.W. Camp for German soldiers captured at the end of the North African Campaign.
- At its height, 279 prisoners of war were housed at Dixon Homes.

## COURTYARD APARTMENTS- HISTORICAL BACKGROUND

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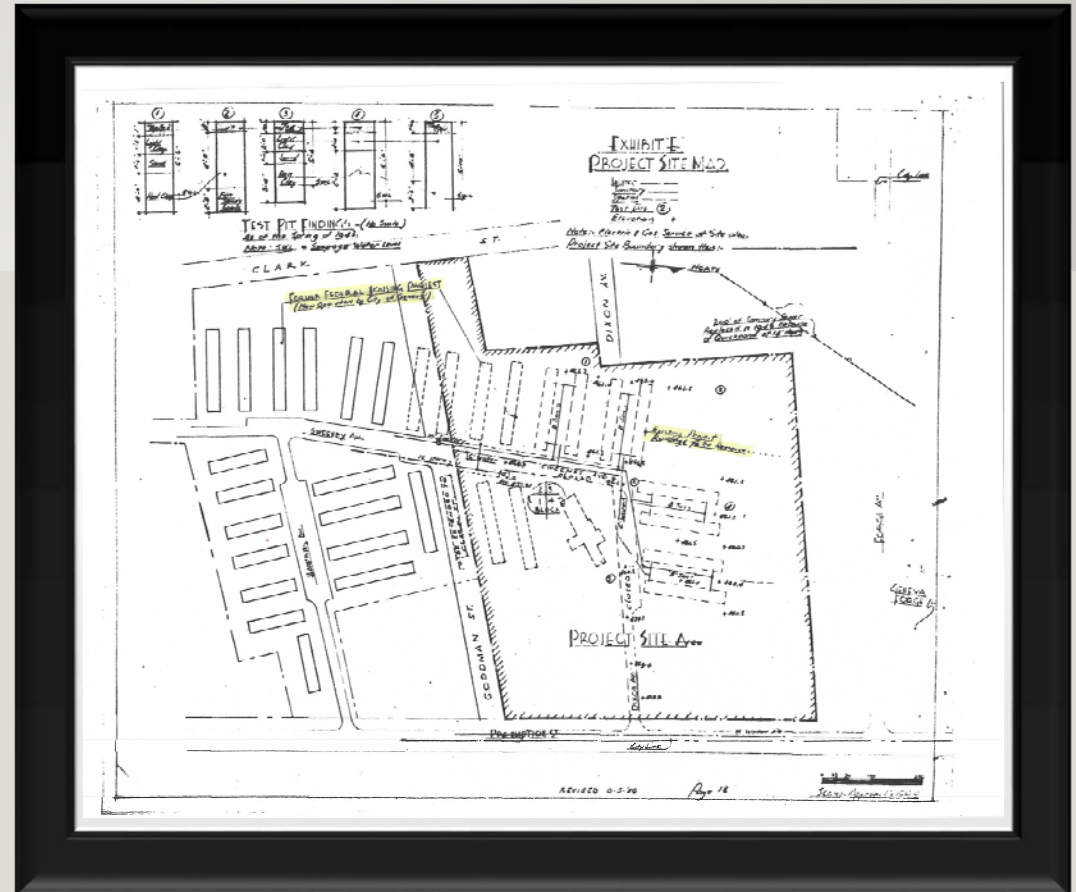
- Once World War II ended, and the operations at the nearby military facilities scaled back, the United States Government had limited further use for Dixon Homes, and sold it to the City of Geneva in 1951.
- The City operated Dixon Homes as housing for military personnel and low-income families (then known as “minimum rental tenants”) from the time it took ownership until Courtyard Apartments (f/k/a John J. Chartres Homes) opened in 1961.



Dixon Homes, circa 1951; courtesy  
of Geneva Historical Society

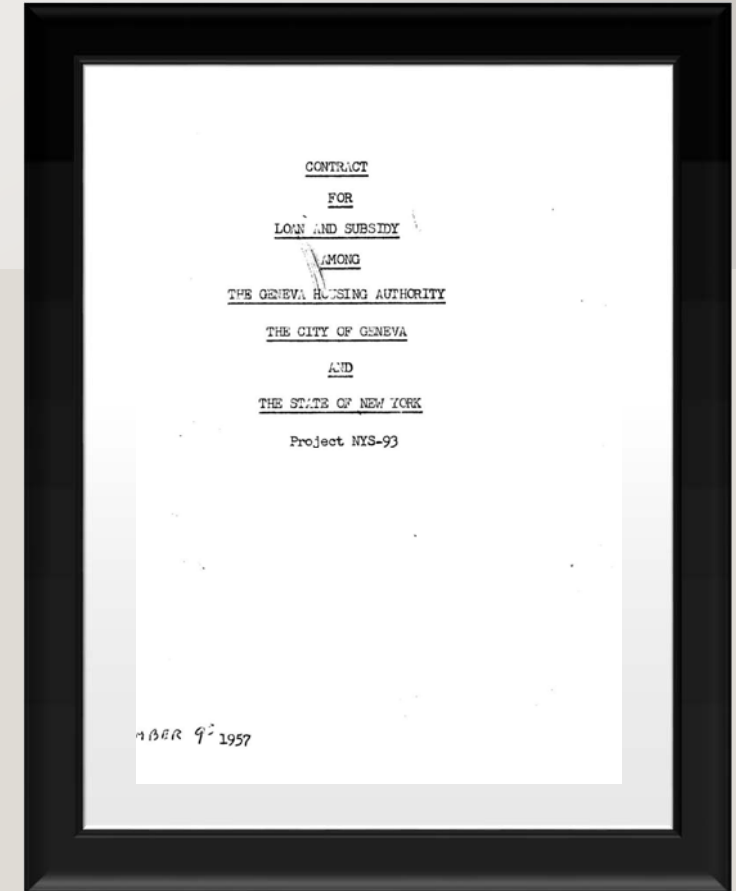
# COURTYARD APARTMENTS- HISTORICAL BACKGROUND

- Because Dixon Homes was intended to be temporary housing, it was only built to last 10 years when FHA originally constructed it.
- As such, it had become “substandard and insanitary” (sic) by 1957, when DHCR and the City approved a proposal by the newly-established GHA to raze Dixon Homes and replace it with Courtyard Apartments (f/k/a John J. Chartres Homes).



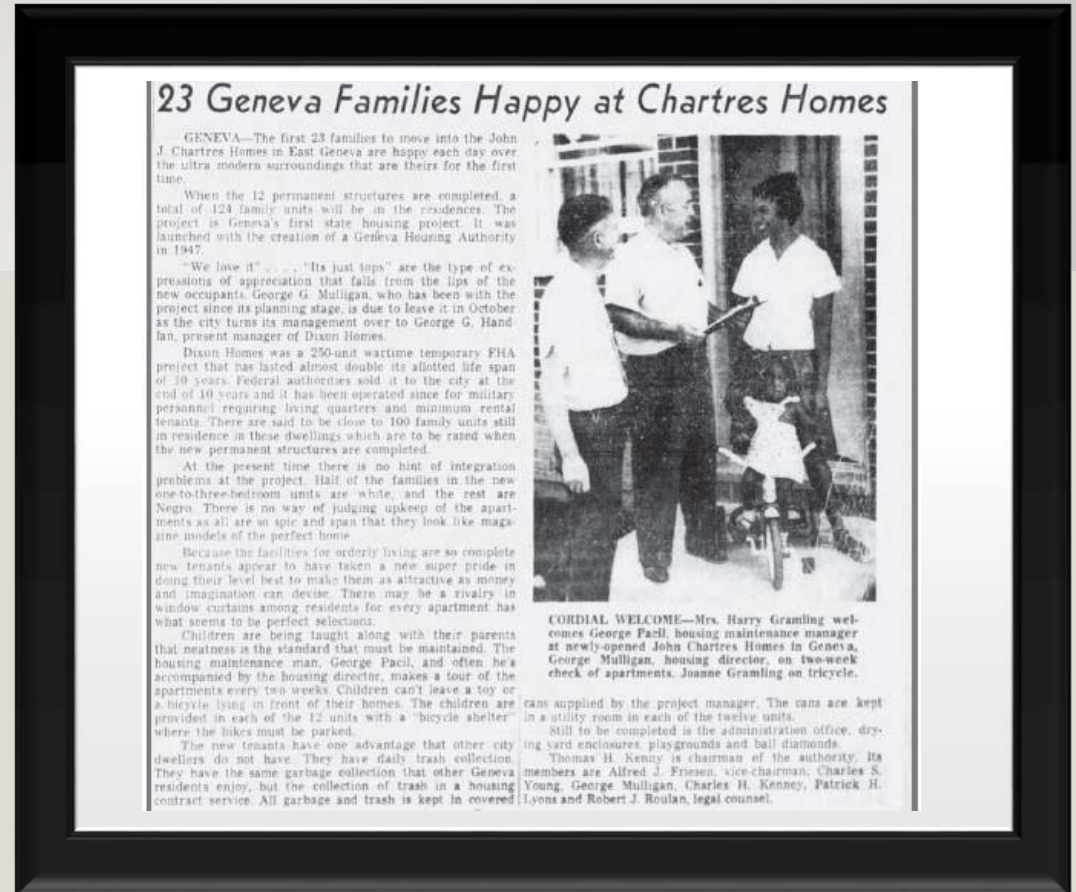
# COURTYARD APARTMENTS- HISTORICAL BACKGROUND

- Pursuant to a Loan and Subsidy Agreement entered into by and among the City, GHA and DHCR, the State made a loan of bond proceeds in the amount of \$1,980,000.00 to GHA to demolish Dixon Homes and construct Courtyard Apartments (f/k/a John J. Chartres Homes) in its place.
- The Loan and Subsidy Agreement also obligated both the City and the State to make annual operating/debt service subsidy payments to GHA to support the long-term operation of Courtyard Apartments (f/k/a John J. Chartres Homes).



# COURTYARD APARTMENTS- HISTORICAL BACKGROUND

- Courtyard Apartments (f/k/a John J. Chartres Homes) first opened its doors to residents in the fall of 1961.
- A local newspaper article reporting on the first 23 families to move in proudly proclaimed that those lucky initial residents were “happy each day over the ultra modern surroundings that are theirs for the first time”, quoting some as saying “We love it” and “Its just tops”.
- No doubt some of the enthusiasm of those initial tenants owed, at least in part, to the fact that they were previously living in the spartan confines of Dixon Homes.



# COURTYARD APARTMENTS- HISTORICAL BACKGROUND

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- Courtyard Apartments (f/k/a John J. Chartres Homes) operated as a New York State Housing Project for the first 33 years of its life.
- In 1993, GHA (spearheaded by a maverick young Executive Director named Andrew R. Tyman) applied to the United States Department of Housing and Urban Development (HUD) seeking to shift oversight of Courtyard Apartments from DHCR to HUD (i.e. “Federalize” the Project), which application was accepted by HUD.
- When the Federalization of Courtyard Apartments was completed in 1994, the outstanding balance of the State bond loan was repaid, operating/debt service subsidy from the City and DHCR were terminated and GHA began receiving Public Housing Capital Funds to subsidize the operation of Courtyard Apartments under an Annual Contributions Contract (ACC) with HUD.
- HUD also provided GHA with an \$8,000,000 Development Project Grant to perform an extensive renovation of Courtyard Apartments which was completed in [1995].



# COURTYARD APARTMENTS- HISTORICAL BACKGROUND

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- Courtyard Apartments operated as Federal Public Housing for the last 24 years of its life prior to the closing on our RAD conversion transaction in December 2018.

# ELMCREST APARTMENTS

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- Eighty-five (85) unit affordable housing apartment complex for low, very low and extremely low income seniors owned and operated by Geneva Housing Authority as public housing.
- Consists of one (1) five-story residential building.
- Situated on an approximately 2.5 acre parcel of land in the City of Geneva which is not contiguous to Courtyard Apartments.



## ELMCREST APARTMENTS- HISTORICAL BACKGROUND

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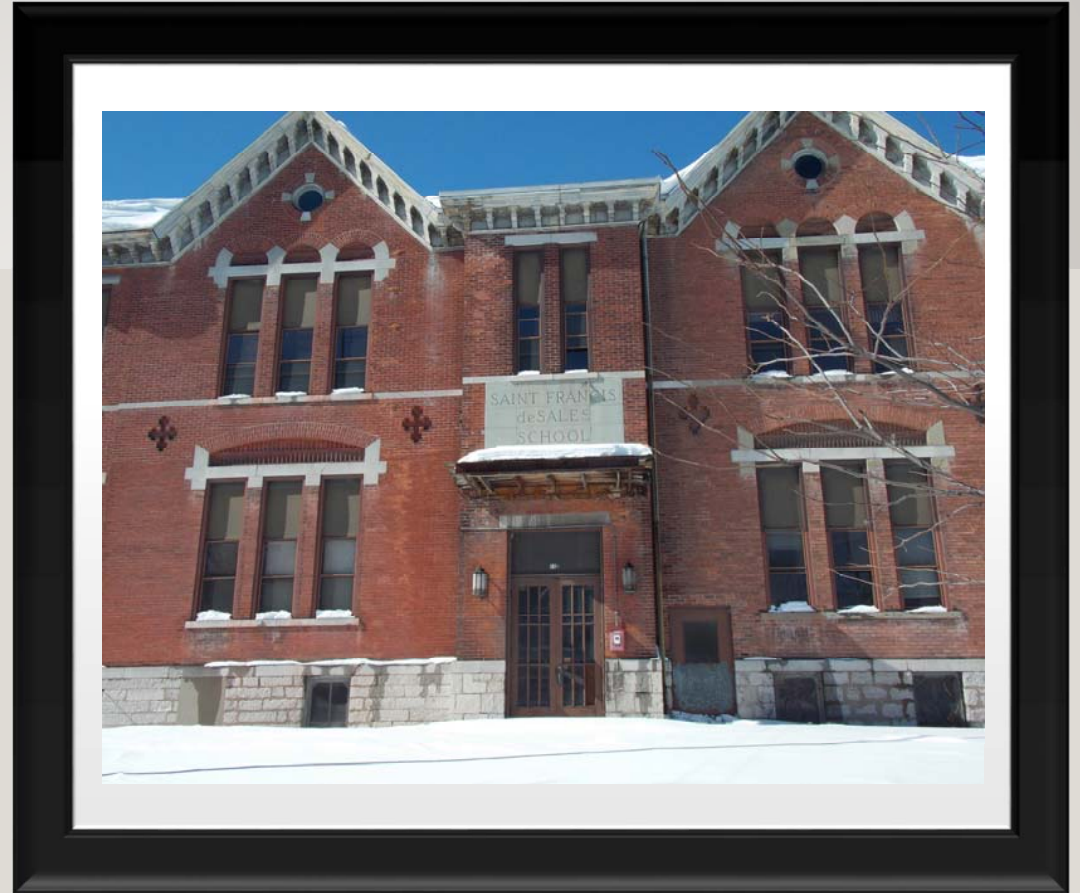
**BUILDING SITE**—Plans are progressing for a \$1,500,000 senior citizens project in Geneva. It will be located in the Elm Street area between Colt and Lewis Sts. Photo shows Elm Street looking north from Lewis Street.

- Originally conceived by Geneva Housing Authority in 1964, development continued for the next 6 years, and Elmcrest Apartments finally opened its doors to Geneva's low income seniors in the fall of 1970.
- Has always been Federal Public Housing. \$1,994,000 final construction cost was funded entirely by a loan from HUD, and its operations have been subsidized from the outset by Public Housing Capital Funds, all provided for under an ACC between GHA and HUD.

# ST. FRANCIS DE SALES SCHOOL

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- Vacant two (2) story, brick school building approximately twenty thousand square feet (20,000 sq. ft.) in size situated on the St. Francis de Sales Parish campus in the City of Geneva.
- This building is located on the main corridor into the City and is considered to be in great structural condition.



## ST. FRANCIS DE SALES SCHOOL – HISTORICAL BACKGROUND

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- St. Francis de Sales Parish is a cluster of four brick buildings built for the local Roman Catholic church in the nineteenth century, including a Gothic Revival style church, Second Empire style rectory, and Italianate style convent and school, which together occupy an entire block in the City of Geneva.



## ST. FRANCIS DE SALES SCHOOL – HISTORICAL BACKGROUND

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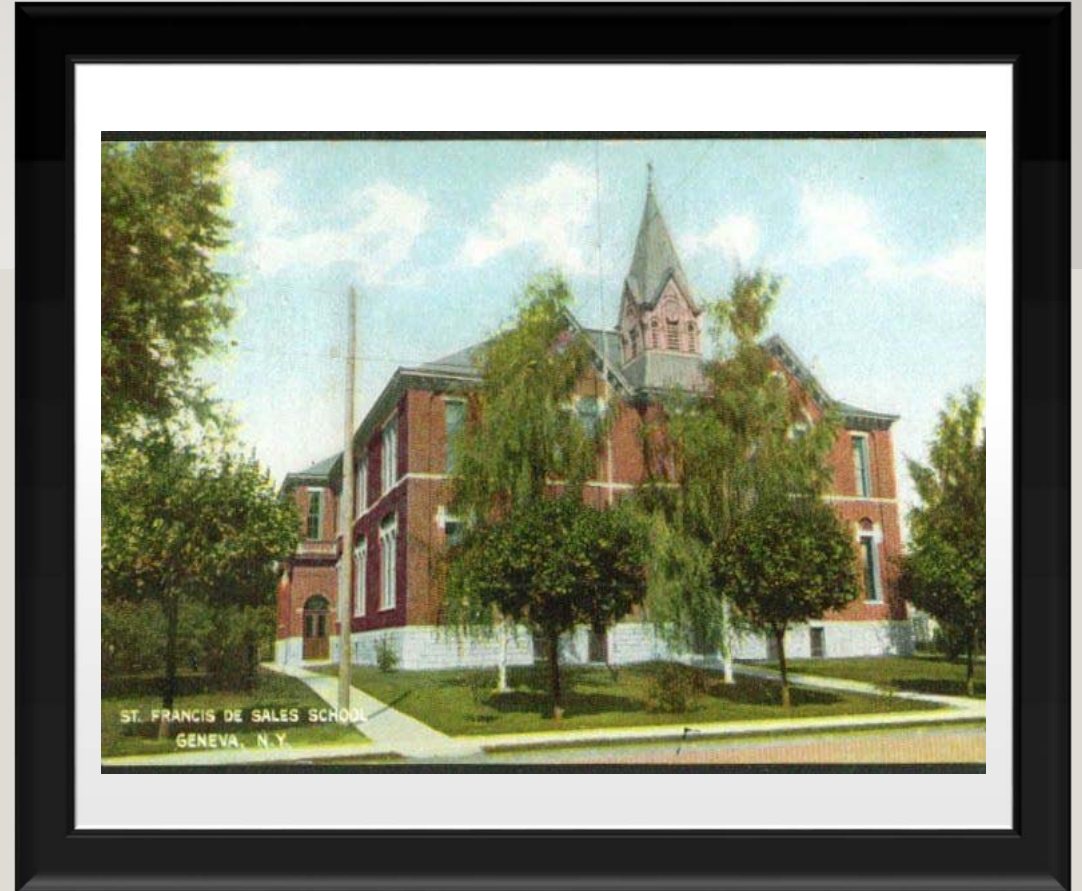
- School building was originally constructed in 1874 to house the growing program of Roman Catholic school instruction the church had begun in its basement in 1853 in response to the perceived Protestant overtones in public school education.



## ST. FRANCIS DE SALES SCHOOL – HISTORICAL BACKGROUND

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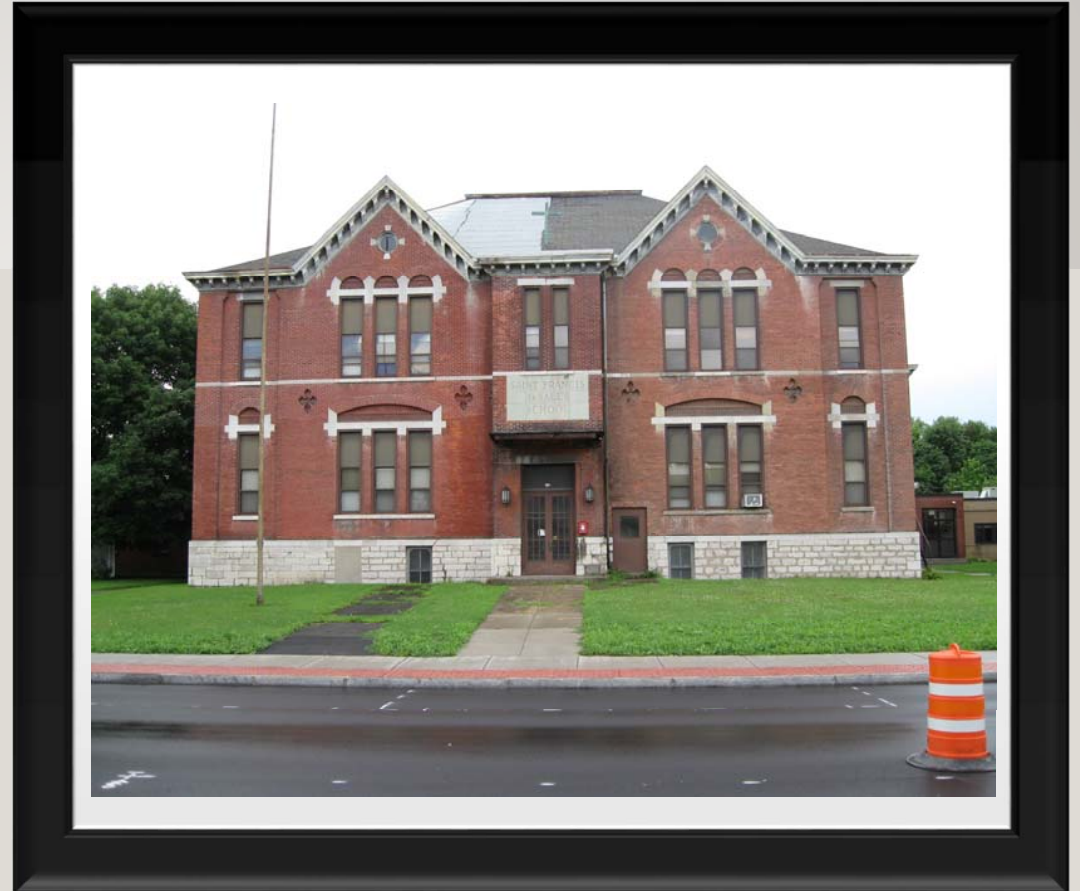
- School building was substantially enlarged in 1909-1910 to accommodate continued growth of the program of instruction, and in 1914 the bell tower was removed, resulting in the current exterior appearance.
- The building operated as a school continuously for 107 years, until the cessation of the school program in 1981 due to years of declining enrollment.



## ST. FRANCIS DE SALES SCHOOL – HISTORICAL BACKGROUND

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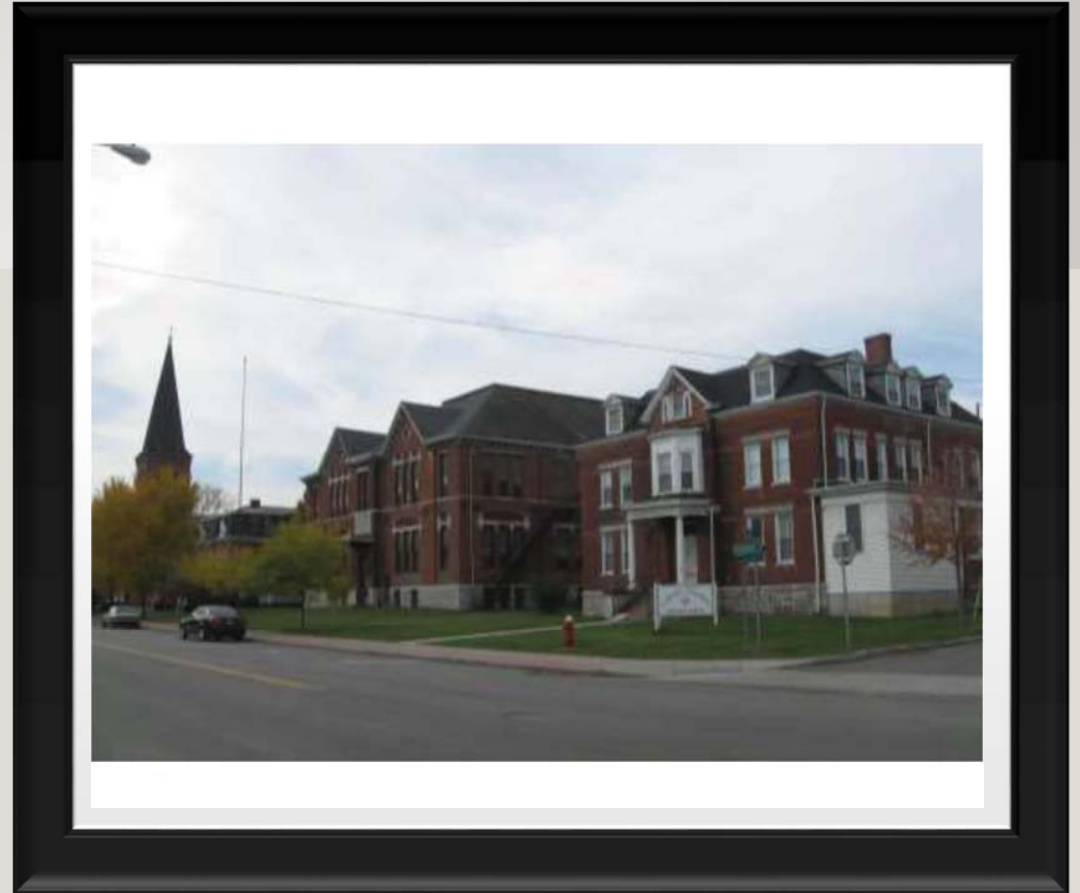
- From 1981 through 2006 the school building was used as administrative offices for the church. For the past 13 years, the school building has been vacant and in a state of decline.
- Rehabilitation needs include asbestos, LBP & mold abatement, new mechanical systems, new roof, windows & doors, new elevator.



## ST. FRANCIS DE SALES SCHOOL – HISTORICAL BACKGROUND

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- In 2015 the United States Department of the Interior – National Parks Service listed the entire Parish on the National Register of Historic Places, primarily owing to the distinctive, high-style Victorian era architecture of its constituent buildings, thereby creating the “St. Francis de Sales Parish National Historic District” (15NR00053).



# ST. FRANCIS DE SALES SCHOOL – HISTORICAL BACKGROUND

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- After designation of the Parish as a National Historic District, Parts I and II of a Historic Preservation Certification Application were submitted to (and approved by) SHPO and NPS in connection with our contemplated \$3.6mm+/- rehabilitation of the School Building as a sixteen (16) unit apartment building for low income seniors, establishing the eligibility of same for both State and Federal Historic Tax Credits.



## THE GENESIS OF OUR PROJECT – WHY DID WE NEED TO REHABILITATE THESE 3 PROPERTIES?

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- Courtyard and Elmcrest were in need of significant capital improvements, including without limitation, asbestos & lead abatement; new kitchens & bathrooms; new interior & exterior doors; new flooring & finishes; new appliances; new furnaces and related duct work; new siding, roofs & gutters; elevator modernization, new fire alarm system and exterior security cameras; new electric services; repaving existing parking; new playground equipment; fencing & landscaping; new sanitary sewers; ADA accessible bedroom additions; new courtyard yard surface and various landscaping and hardscaping.
- St. Francis de Sales School was a historically and culturally important community asset left unused and decaying for over a decade and was in jeopardy of being lost altogether. GHA, through its affiliate, Finger Lakes Community Development Corporation (FLCDC), had made a commitment to preserve the building back in 2012 but had been unsuccessful in obtaining financing to convert same to affordable housing as a stand-alone project for several years.

## WHAT IS RAD?

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- Besides a vestige of pop culture in the 1980s, RAD is an acronym for the **R**ental **A**ssistance **D**emonstration program enacted by Congress in 2012 and administered by HUD, through its Office of Recapitalization (RECAP).
- Purpose is to enable PHAs and other owners of affordable housing assisted by certain HUD legacy programs (i.e. Section 8 Moderate Rehabilitation (Mod Rehab), Section 236 Rental Assistance Payments (RAP), Section 202 Projects with Project Rental Assistance Contracts (PRACs)) to address the significant existing and future capital repair needs of such properties in the face of ever declining funding from Congress.

# HOW DOES RAD WORK FOR PUBLIC HOUSING? AN EXECUTIVE SUMMARY

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- Through Component I of RAD, a PHA can convert its existing HUD subsidies (i.e. public housing operating funds, capital funds under an ACC and tenant payment) for a particular public housing project (or projects) to long-term, project-based Section 8 rental assistance.
- After the conversion, the project will no longer be public housing, which results in the post-conversion owner of the project being able to access and secure private financing and other sources of subsidy financing to effectuate necessary capital repairs and stabilize the operations of the project.

## WHY DID WE USE RAD FOR OUR PROJECT?



- No source of new money available through HUD to deal with the necessary capital repairs for Courtyard and Elmcrest.
- GHA was given access to the same tools currently employed by other affordable housing developers, including the ability to leverage a historically broad pool of public and private resources.
- The project will generate unrestricted cash from cash flow, developer fees and loan payments.
- The resulting PBRA is a more secure, predictable subsidy from HUD than the public housing model.
- RAD units require no Annual Plan and are not in PIC.
- Staff will follow PBRA requirements.
- Site based waiting lists.
- Current residents are protected and rent continues to be 30% of income.

# NAVIGATING THE RAD CONVERSION PROCESS- OVERVIEW OF BASIC STEPS\*

\*FLOWCHART COURTESY OF HUD

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## BASIC STEPS IN A RAD CONVERSION



# NAVIGATING THE RAD CONVERSION PROCESS – STEP I: PREPARING AND SUBMITTING YOUR APPLICATION

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- RAD is still a demonstration program. As a result, the amount of units which PHAs are authorized to convert under Component I is capped. The original cap of 60,000 units has been increased several times, and the cap for Component I Conversions is presently set at 455,000 units. Currently, there **IS** room remaining to apply (which hasn't always been the case).
- Prior to submitting an application to HUD, PHA needs to:
  - a) send a RAD Resident Information Notice (RIN) to all residents of the affected project(s) notifying them of the potential RAD Conversion, certain important tenant rights in connection therewith and the time and date of an initial meeting with the affected tenants to discuss the proposed RAD Conversion.
  - b) hold at least two (2) such tenant meetings; and
  - c) have its Board authorize submission of the RAD Component I application via written consent or by vote at a meeting.
- After completing the above actions, the PHA needs to submit a web-based application for a RAD Component I Conversion (Form HUD-5260) to HUD via its RAD Resource Desk (<http://radresource.net/index.cfm>).

# NAVIGATING THE RAD CONVERSION PROCESS – STEP I: PREPARING AND SUBMITTING YOUR APPLICATION(CON'T.)

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- Your RAD Component I Conversion application must include the following attachments:
  - a) Summary of resident comments from meeting(s) set forth in RIN and PHA responses to such comments;
  - b) PIC Development Profile & Summary Screen Shot; and
  - c) PHA Board approval form evidencing Board approval of application submission
- Upon receipt of your application, HUD will assign a “Transaction Manager” to oversee your RAD application from submission through to HUD’s issuance of a RAD Conversion Commitment (RCC).

# NAVIGATING THE RAD CONVERSION PROCESS – STEP 2: RECEIVING, REVIEWING AND ACCEPTING YOUR CHAP(S)

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- HUD evidences its initial approval of a PHA's RAD Component I Conversion application by issuance of a Commitment to enter into Housing Assistance Payments (CHAP).
- PHA must accept the CHAP within 30 days of its issuance, by submitting an application in PIH Information Center (PIC) identifying the units that will be removed from the PHA's ACC when the RAD Conversion is complete.
- Most important thing contained in CHAP are the Contract Rents that the units in the project will be subject under the post-RAD Conversion HAP Contract(s). Review these carefully!

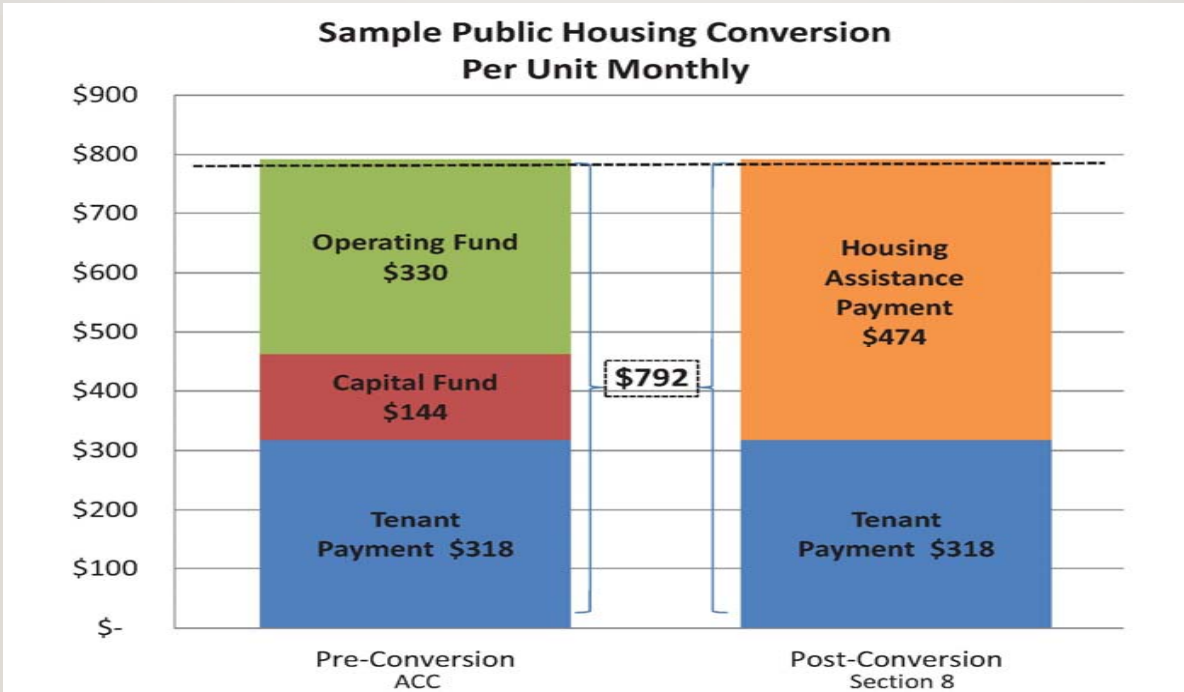
# HOW RAD RENTS ARE CALCULATED

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- HUD has detailed how it calculates rents under the RAD Program in Attachment 1C of the “RAD Notice” (i.e. PIH Notice 2012-32, Rev. 3). The RAD Notice is available here:  
[https://www.hud.gov/sites/dfiles/Housing/documents/RAD\\_Noteice\\_Rev3\\_Amended\\_by\\_RSN\\_7-2018.pdf](https://www.hud.gov/sites/dfiles/Housing/documents/RAD_Noteice_Rev3_Amended_by_RSN_7-2018.pdf)
- Three Step Process:
  1. Determine Current Per Unit Monthly (PUM) Funding =  
Operating Fund Subsidy + Capital Fund Subsidy + Tenant Rent
  2. Apply Bedroom Adjustment Factor (from the metropolitan FMR schedules for the Project area) to convert the Project’s current PUM funding amount into a rent schedule in accordance with the Project’s unit mix; and
  3. Apply Rent Caps (if applicable) –  
Rent Cap for PBV Conversions = Lower of (110% of FMR - Utility Allowance) or (Reasonable (i.e. Market) Rent)  
Rent Cap for PBRA Conversions = 120% of FMR less Utility Allowance

# HOW RAD RENTS ARE CALCULATED: THE ILLUSTRATED VERSION\*

\*DIAGRAM COURTESY OF HUD



# MAXIMIZING RAD RENTS

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- Rent Bundling—We shifted subsidy between Elmcrest and Courtyard to enhance viability.
- Transfer of Assistance—we moved 10 units of subsidy from Elmcrest to St. Francis. We needed HUD approval for FHEO Site & Neighborhood standards.
- GHA's excess utility surcharge was added to the rents.
- Our original CHAP was based on FY2014 rents. When 2016 RAD Rents were published HUD amended our CHAP. RAD Conversions pursuant to CHAPs issued after 1/1/19 will be subject to the 2018 RAD Rents, which can be found here: <https://www.hud.gov/RAD/library/notices>
- GHA became eligible for the 2019 OCAF adjustment just before we closed. HUD amended the CHAP.

# CHANGES TO OUR PROJECT'S RENTS FROM INITIAL CHAP TO CLOSING

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## AT INITIAL CHAP

Units	Bedrooms	Rent
20	0	\$485
24	1	\$509
57	1	\$591
29	2	\$620
8	2	\$719
50	3	\$782
17	4	\$835
4	5	\$960

## FINAL CHAP AT CLOSING

Units	Bedrooms	Rent
77	1	\$697
20	1	\$584
8	2	\$851
33	2	\$710
58	3	\$875
11	4	\$964
2	5	\$1,104

# NAVIGATING THE RAD CONVERSION PROCESS – STEP 3: AMENDING YOUR PHA 1YR OR 5YR PLAN



- Either before or after issuance of the CHAP, the PHA must prepare a “Significant Amendment” to its Annual or Five Year Plan to document the RAD Conversion (or make the change during the annual approval).
- The revised Plan must include:
  1. Description of units to be converted - number of units, bedroom mix and type (e.g. family, elderly, elderly/disabled);
  2. Any proposed change in number of units and/or bedroom mix (e.g. we turned the twenty (20) existing efficiency apartments at Elmcrest into ten (10) 1 bedroom units);
  3. Changes in policies governing tenant eligibility, admission, selection and occupancy for the post-conversion units;
  4. Any proposed transfer of assistance (e.g. the 10 units of subsidy we moved from Elmcrest to St. Francis);
  5. Certification of compliance with applicable site selection and neighborhood reviews standards and procedures; and
  6. All other required info. and certifications necessary to submit a Significant Amendment, including Resident Advisory Board (RAB) comments and responses and challenged elements.

# NAVIGATING THE RAD CONVERSION PROCESS – STEP 3: AMENDING YOUR PHA 1YR OR 5YR PLAN (CON'T.)

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- Need to comply with all resident and public notice, consultation, and public hearing requirements associated with a Significant Amendment.
- Additional information on requirements for Significant Amendment submissions in connection with RAD Conversions, including HUD's template Significant Amendment, can be found in Section 1.5(E) and Attachment 1D of the RAD Notice.

# NAVIGATING THE RAD CONVERSION PROCESS –

## STEP 4: DEVELOPING AND SUBMITTING YOUR FINANCING PLAN

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- HUD will only allow a project to undergo a RAD conversion if the PHA can show that the project will be improved and maintained in good condition once it has converted, which the PHA demonstrates via submission of a Financing Plan to HUD for approval.
- The Financing Plan must include, among other things, the following information:
  1. Type of conversion (PBV or PBRA);
  2. Physical Condition Assessment (PCA)/Capital Needs Assessment (CNA);
  3. Scope of Work for Rehabilitation (and/or New Construction);
  4. Environmental Review;
  5. Fair Housing and Tenant Relocation Documents;
  6. Development and Operating Budgets; and
  7. Development Team.

# NAVIGATING THE RAD CONVERSION PROCESS –

## STEP 4: DEVELOPING AND SUBMITTING YOUR FINANCING PLAN

### CHOOSING BETWEEN PBV AND PBRA



- In your Financing Plan, you need to choose whether you'll be converting to PBV or PBRA Assistance. HUD has issued a useful guide to assist PHAs in making that choice, available here: [https://www.hud.gov/sites/documents/RAD\\_PBVPBRA\\_COMPAREGUIDE.PDF](https://www.hud.gov/sites/documents/RAD_PBVPBRA_COMPAREGUIDE.PDF). In Geneva we selected PBRA due to capital needs of project.
- Key differences between the two programs as implemented under RAD are as follows (and as continued on the next slide):

Program Features	Project Based Vouchers (PBVs)	Project Based Rental Assistance (PBRA)
<b>Oversight</b>	Administered by PHA as a component of its Housing Choice Voucher Program; PHA <u>can</u> earn an administrative fee	Administered by HUD or a PBCA; PHA <u>can't</u> earn an administrative fee
<b>Subject to Annual Appropriations</b>	Yes; but the PBV program has a history of <u>funding reductions</u> . If Congress doesn't fully fund the HCV Program, the PHA has to make tough choices about how to absorb the cuts, while fully funding the HAP agreement.	Yes, but the PBRA program has a strong history of <u>full funding</u> . Since its inception in 1974, HUD has never failed to renew a PBRA contract.

NAVIGATING THE RAD CONVERSION PROCESS –

STEP 4: DEVELOPING AND SUBMITTING YOUR FINANCING PLAN

PBV AND PBRA KEY DIFFERENCES (CON'T.)



Program Features	Project Based Vouchers (PBVs)	Project Based Rental Assistance (PBRA)
<b>Limits on Number of Project Units Receiving Assistance</b>	Up to 50% of Project units may receive PBVs; <u>But</u> Elderly/Disabled Units and Units occupied by families receiving Supportive Services may receive PBVs without counting against the 50% cap.	No limit; up to 100% of Project units may be PBRA units
<b>Contract Term</b>	15 Years (Up to 20 Years with Approval)	20 Years
<b>Rent Caps</b>	Lower of: (a) 110% of FMR - Utility Allowance; or (b) Reasonable (i.e. Comparable) Rent; (c) Current funding	(a) 120% of FMR less Utility Allowance (up to 150%); (b) Current funding
<b>Contract Rent Increases</b>	OCAF Annual Adjustments, but only up to Reasonable (i.e. Market) Rent	OCAF Annual Adjustments
<b>Subject to HUD REAC Inspections, Financial Reporting and MORs Reviews</b>	No, unless Project financing includes an FHA Loan	Yes, subject to REAC Uniform Physical Condition Standards (UPCS) Inspections, delivery of REAC annual financial statements and annual Management and Occupancy Reviews (MORs)

## NAVIGATING THE RAD CONVERSION PROCESS –

### STEP 4: DEVELOPING AND SUBMITTING YOUR FINANCING PLAN

#### PROJECT SCOPING MATERIALS

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- **Physical Condition Assessment (PCA)/Capital Needs Assessment (CNA)** – detailed inspection and report by independent 3<sup>rd</sup> party to determine short-term rehabilitation needs and long-term capital repair needs. Copy of PCA/CNA must be included in the Financing Plan submission.
- **Environmental Reports** - Phase I ESA, Phase II ESA (depending on results of Phase I), Asbestos, Lead and Radon Testing.
- **Appraisal** – Under HFA with SONYMA insurance, “Must Pay” Permanent Debt is limited to 80% of Project’s Current “As-Is” Market Value (In our case \$6,060,000). Depending on existing environmental conditions, “As-Is” Market Value could be nil!

Beware of Aging reports! After 6 months some require an update. Over 12 months may require a new study!

## NAVIGATING THE RAD CONVERSION PROCESS –

### STEP 4: DEVELOPING AND SUBMITTING YOUR FINANCING PLAN

#### DEVELOPMENT & OPERATING BUDGET CONSIDERATIONS

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- Choosing among the 4 basic types of financing transactions involving RAD Conversions:
  1. No debt, conversion-only (i.e. RAD “Subsidy Swap”);
  2. Little debt, some rehab;
  3. Tax credits, medium debt, substantial rehab; or
  4. Tax credits, higher debt, “gut” rehab/new construction
- For our project we selected #3, because the appraised value of the Project did not allow us to borrow what the rents would otherwise support.
- Your Financing Plan submission must include term sheets, letters of intent or other similar indicia of involvement from each lender, investor or other provider of the financing described therein. Same must identify key terms (e.g. amount, term, interest rate, repayment terms, pay-in schedule) and be dated no more than 60 days prior to the Financing Plan submission.

# CAPITAL NEEDS ASSESSMENT (IT'S A COMPLICATED MESS!)

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- While HUD requires a Physical Condition Assessment (PCA)/Capital Needs Assessment (CNA) as part of the financing plan, it's best to do a Pre-RAD Capital Needs Assessment and Replacement Reserve Analysis upfront to determine the property's current and prospective capital needs in order to develop a preliminary scope of work for the rehabilitation of the property.
- The design team will use the results of the Pre-RAD CNA to develop a preliminary Work Scope.
- Any positive findings of asbestos, lead, or radon, will change the scope of work. When remediation causes demolition, anything that will be become exposed will now have to be brought up to current Building Code. This will dramatically increase cost!

# PRE-RAD CAPITAL NEEDS ASSESSMENT

Needs Area	Specific Area	Cost	Total Cost
Site Systems and Accessibility	Surface	\$85,933	\$275,933
	Accessibility	\$190,000	
Mechanical Room	Boilers	\$71,000	\$249,400
	Boiler room systems	\$178,400	
Building Mech. & Electrical	Mechanical	\$388,950	\$1,458,950
	Electrical	\$450,000	
	Elevators	\$620,000	
Building Architectural	Structural and exterior	\$2,147,000	\$2,583,915
	Roof systems	\$65,483	
	Halls, stairs, and lobbies	\$137,656	
	Community spaces	\$233,776	
Dwelling Units	Living Areas	\$1,658,213	\$4,309,963
	Bathrooms	\$855,800	
	Kitchens	\$1,185,600	
	Mechanical & electrical	\$610,350	
		Total	\$8,900,000

# HUD CNA E-TOOL

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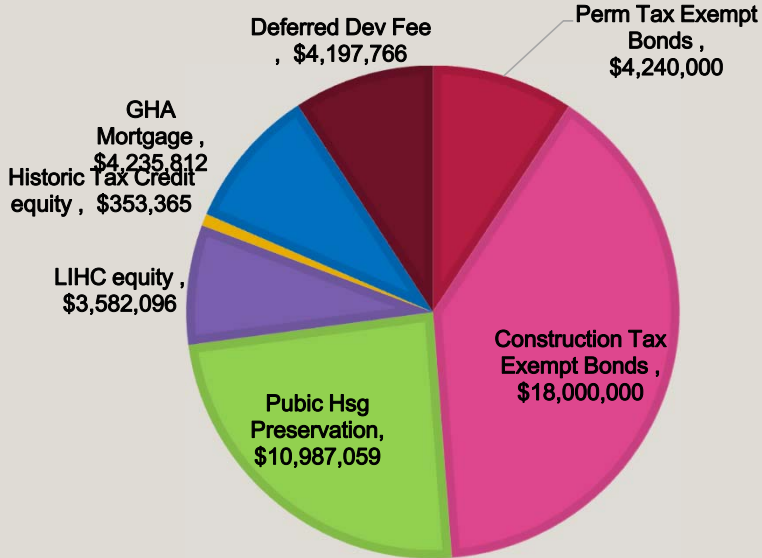
- Your Financing Plan will include the HUD CNA E-Tool.
- Using your Work Scope, the results of your environmental testing, and final contractor pricing, your consultant will back into the final E-Tool, which must match your construction cost structure.
- Remember, for major capital improvements this is your only bite of the apple! Future improvements will have to be budgeted and paid out of accumulated replacement reserve. No additional debt will be permitted. (RAD will allow recapitalization but you have to pay off the HFA debt. Unrealistic!)
- Be prepared to compromise. You are limited by what you can finance and the subsidy available.

# E-TOOL SAMPLE

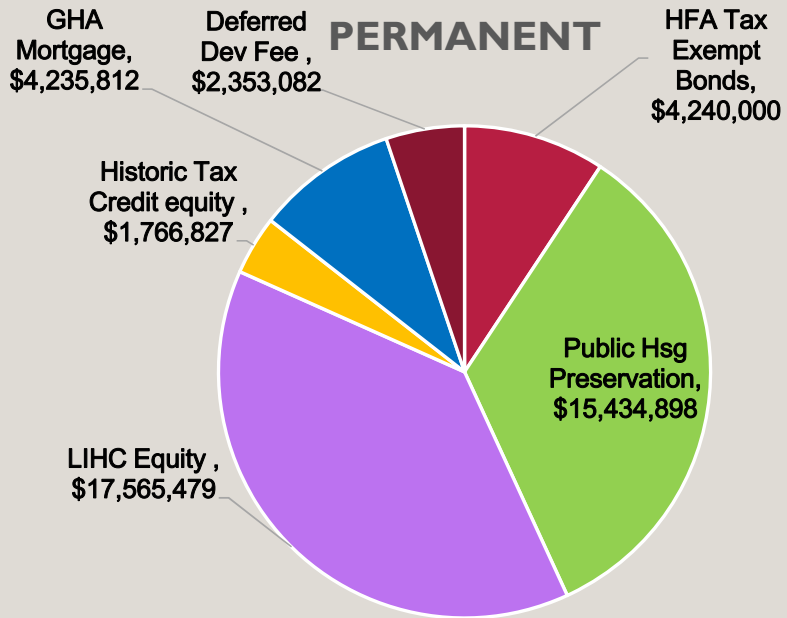
<u>Component Name</u>	<u>Component ID</u>	<u>Alternative Name</u>	<u>Action</u>	<u>Total Cost</u>	<u>Indicated Alternative</u>
Asbestos Removal	Asbestos in joint compound	Remove asbestos	Replace	\$2,812,230.00	Remove asbestos+
Dwelling/common area thermostat	Programmable thermostat	Replace thermostats with same	Replace	\$22,274.00	Replace thermostats with same+
Dwelling/common area thermostat	Zone valves	Replace zone valves with like kind	Replace	\$13,685.00	Replace zone valves with like kind+
Boilers, Gas Fired, Sectional - Centralized	Weil McLain gas boilers	Balance existing boilers with new zone valves	Repair	\$40,000.00	Balance existing boilers with new zone valves+
Central exhaust fans/blowers	Central bathroom exhaust fans	Rebalance existing fans	Repair	\$4,500.00	Rebalance existing fans+
Electric AC condenser, pad or rooftop	Split A/C	Replace AC condensers with same high SEER	Replace	\$10,000.00	Replace AC condensers with same high SEER+
Hydronic heat/electric AC air handler	20 ton single zone AHU	Rebalance rooftop AHU	Repair	\$10,000.00	Rebalance rooftop AHU+
Unit/building wiring	Master electric panelboards	Replace electrical panels with same	Replace	\$17,500.00	Replace electrical panels with same+
Elevator cab, interior finish	Elevator interior finish	Upgrade elevator cab finishes	Replace	\$44,800.00	Upgrade elevator cab finishes+
Residential smoke detectors	Smoke detectors	Replace electric smoke detectors	Replace	\$13,050.00	Replace electric smoke detectors+
Tenant space alarm systems	Fire alarm pull stations	Replace fire alarm pull stations	Replace	\$11,160.00	Replace fire alarm pull stations+
Carpet - Common	Hallway carpet	Replace hallway carpet with new carpet	Replace	\$52,836.00	Replace carpeting with linoleum, bamboo or FSC wood+

# A SNAPSHOT OF OUR PROJECT'S FINANCING

## CONSTRUCTION



## PERMANENT



## NAVIGATING THE RAD CONVERSION PROCESS –

### STEP 4: DEVELOPING AND SUBMITTING YOUR FINANCING PLAN

#### DEVELOPMENT & OPERATING BUDGET CONSIDERATIONS (CON'T.)

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- **Tax Credits** – equity investments in the Project’s beneficial owner to obtain the tax credits which the rehabilitation of the Project qualifies for (typically LIHTC/SLIHTC, in our case HTC’s as well, in some instances ETC’s) represent a significant source of financing. However, tax credits are subject to extremely complex rules and regulations which must be complied with in order to obtain/preserve the tax credits allocated to the Project. Those rules and regulations are mostly beyond the scope of our presentation, but you should be sure that your Development Partner and Project Counsel have extensive experience with same.
  - **4% LIHTC** – Intended to subsidize 30% of the construction/rehabilitation costs for the low-income units ( $\leq 60\%$  AMI) in the Project. Often called “As of Right Credits” because they don’t come from a limited pool and aren’t competitively awarded. If your Project is financed by tax-exempt bond proceeds and otherwise meets LIHTC program requirements rules it will qualify for 4% LIHTCs. However, issuance of TE Bonds requires volume cap, which is also a finite resource for which annual demand exceeds supply.
  - **9% LIHTC** – Intended to subsidize 70% of the construction/rehabilitation costs for the low-income units in the Project. State Credit Agencies (Here NYS Division of Housing and Community Renewal (DHCR) and NYC Department of Housing Preservation and Development (HPD)) get a finite amount of 9% LIHTCs to allocate each year, and those 9% LIHTCs are awarded through a competitive application process.

## NAVIGATING THE RAD CONVERSION PROCESS –

### STEP 4: DEVELOPING AND SUBMITTING YOUR FINANCING PLAN

#### DEVELOPMENT & OPERATING BUDGET CONSIDERATIONS (CON'T.)

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- We went with 4% LIHTC for our Project– In addition to the risks inherent in the competitive award process for 9% LIHTC (which occurs only 1x per year), DHCR limits on the amount of 9% LIHTC it will award to any one project would have prevented this Project from occurring at once (it would've been multi-phase).
- NYS Housing Finance Agency (HFA) provided the tax-exempt bond loan to support the 4% LIHTCs for our Project (\$22.2mm± construction loan; to be reduced to \$4.2mm± permanent loan).
  - HFA bond loans must be credit enhanced during both the construction and permanent phases, at Borrower's expense. During construction loan term via provision of an irrevocable direct pay letter of credit from an institutional lender and during permanent loan term via mortgage insurance from SONYMA or REMIC.
  - HFA caps its bond loans at 80% LTV of "as-is" appraised value (or such other level established by the LOC bank), based on an independent appraisal.
- HFA also provided an \$11mm+/- subsidy loan using funds from its Public Housing Preservation (PHP) Program, which is a pot of money HFA specifically designates for addressing capital improvement needs and maintaining affordability of existing NY Public Housing. HFA prioritizes deployment of PHP funds for Projects involving RAD Conversions. Further info. on HFA's PHP Program can be found here: <https://hcr.ny.gov/system/files/documents/2018/12/2018-hcrpublichousingpreservationprogramtermsheet.pdf>
- GHA provided a \$4mm± Purchase Money Loan to round out our Sources and Uses.

## NAVIGATING THE RAD CONVERSION PROCESS –

### STEP 4: DEVELOPING AND SUBMITTING YOUR FINANCING PLAN

#### DEVELOPMENT & OPERATING BUDGET CONSIDERATIONS (CON'T.)

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- Existing Debt – Your budgets must demonstrate that any existing debt such as Energy Performance Contract (EPC) Loans or Capital Fund Financing Program (CFFP) Bond Loans will either: (A) be paid off at closing; or (B) repaid from net operating income (NOI) of the Project post-conversion.
  - On our transaction we had two existing EPC Loans with an aggregate outstanding principal balance of \$1,441,990 and a CFFP Bond Loan with an outstanding principal balance of \$509,802 which were paid off at closing primarily with funds earmarked for same in our development budget.
  - Contingent Liabilities such as current & amortized NYS Retirement billings, small equipment loans and municipal leases, accrued compensated absences, deferred compensation also need to be satisfied at closing or transferred to the Central Office Accounts (In our case \$97,883 in such contingent liabilities were satisfied at closing).

## NAVIGATING THE RAD CONVERSION PROCESS –

### STEP 4: DEVELOPING AND SUBMITTING YOUR FINANCING PLAN

#### DEVELOPMENT TEAM MATTERS

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- The following participants in a RAD Conversion transaction need to be identified in the Financing Plan submission:
  - Applicable PHA;
  - General Contractor;
  - Management Agent
  - Legal Entity that will own the Project after conversion (in our case ownership is bifurcated between a nominal owner and a beneficial owner in order to provide a platform of tax exemptions for the project under NYS Private Housing Finance Law Art. XI); and
  - All principals of the foregoing entities.
- Need to demonstrate development team members' recent successful experience with similar projects.
- **The RAD program does not impose any federal bidding or procurement requirements in connection with the PHAs selection of a developer or development partners.** Note that a PHA's procurement rules, or State, or even local law may require you to procure, even if not Federally funded.
- PHAs must comply with conflict of interest requirements in the respective Project-Based Rental Assistance (PBRA) and Project-Based Voucher (PBV) programs.

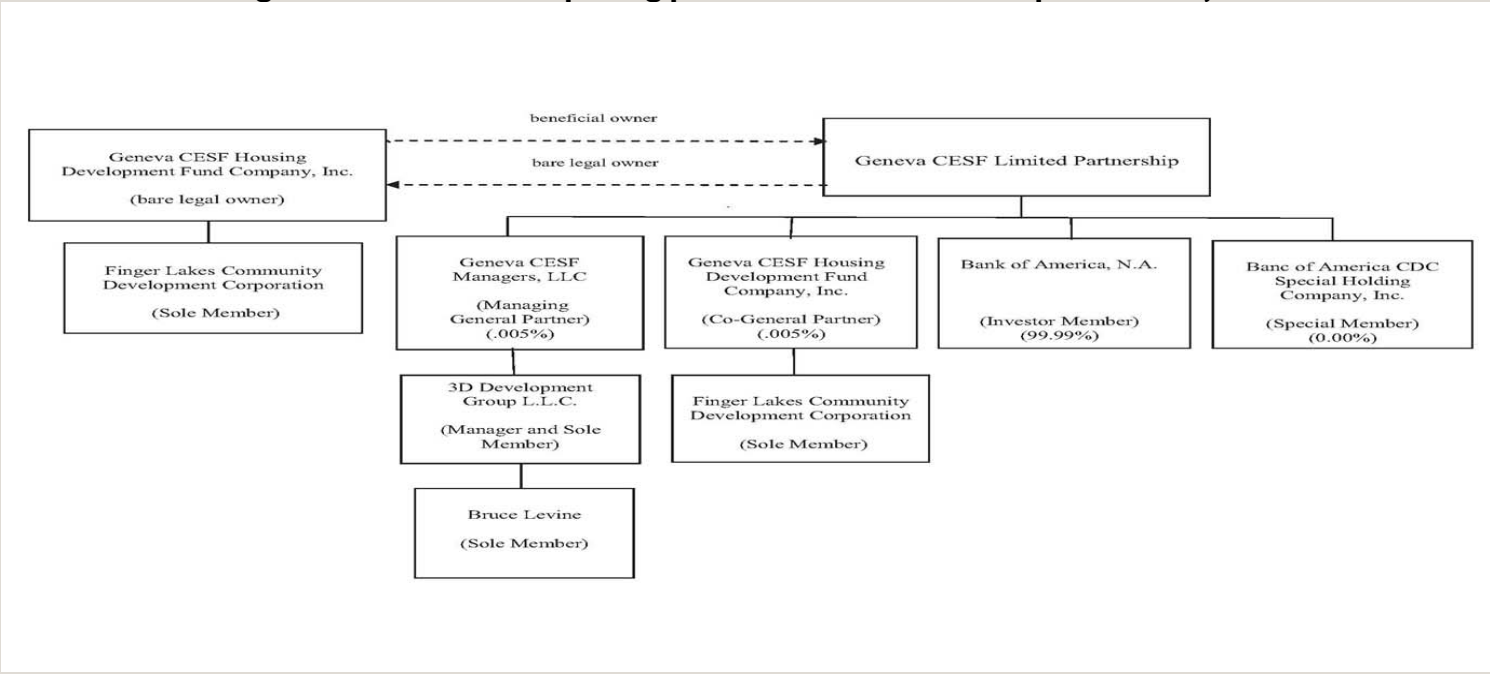
# NAVIGATING THE RAD CONVERSION PROCESS –

## STEP 4: DEVELOPING AND SUBMITTING YOUR FINANCING PLAN

### DEVELOPMENT TEAM MATTERS (CON'T)



**Organizational Chart depicting post-conversion ownership of the Project**



# GUARANTEES AND NET WORTH

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- All tax credit investors require construction completion, operating deficit and tax credit compliance guaranties. In addition, there will be minimum liquidity and net worth requirements. Getting involved with RAD will likely mean having a partner unless you have significant unrestricted cash and net worth. The amount depends on the size of the deal
- 3d Development Group initially was co-developer but became managing general partner out of necessity to join in the provision of the guarantees in order to satisfy Bank of America's guarantor net worth/liquidity requirements
- 3d will exit at the completion of the operating deficit period, about five years after construction completion.
- Contemporaneously with 3d's exit, its GP interest will be conveyed to Geneva CESF HDFC (an affiliate of FLCDC and GHA) who will be the sole GP of the Partnership for the duration of the Partnership's existence.

# DEVELOPMENT TEAM COORDINATION

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- The architect and contractor were both selected by 3d based on prior experience
- Cannon Heyman and Weiss, LLP coordinated all legal work in its capacity as Project Counsel, including the RAD Closing Submission.
- Bank of America provided the Letter of Credit and equity. This direct purchase of the tax credit resulted in an equity price of \$1.01 per credit, much higher than if sold to a syndicator.

# THE ROLES OF THE PHA'S NOT-FOR-PROFIT AFFILIATES

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- Contracting for development services through the affiliated non-profit entity avoids procurement issues.
- The non-profit will be the applicant for HFA financing.
- The non-profit will form the HDFC that will own be the general partner of the limited partnership.
- The Right of First Refusal that will be part of the transaction will allow the interest of the limited partners to revert to the non profit at the end of the Compliance period.

# NAVIGATING THE RAD CONVERSION PROCESS –

## STEP 5: THE RAD CONVERSION COMMITMENT (RCC)



- Once HUD has approved your Financing Plan, it will issue a RAD Conversion Commitment (RCC) which constitutes HUD's final commitment to the proposed RAD Conversion on the terms and conditions set forth therein.
- Current template RCC for Component I Conversions is available here: [http://radresource.net/doc\\_out.cfm?id=rcc2017](http://radresource.net/doc_out.cfm?id=rcc2017)
- RCC sets out all requirements for the subject conversion transaction, including number of units converting, RAD HAP Contract Rents, Selection of PBV or PBRA, approved sources and uses, scope of work and any special conditions.
- Review all info. presented in the RCC carefully. It isn't negotiable, but mistakes can (and should) be corrected.
- Must be countersigned by the PHA and the Post-Conversion Owner within **30 days** of issuance.
- RAD Conversion transaction must close within **90 days** of issuance (but HUD is apt to accommodate extensions for good cause – in our case, a delay in receiving our NPS Part II Approval caused us to close 135 days after RCC was issued).

# NAVIGATING THE RAD CONVERSION PROCESS –

## STEP 6: GETTING TO THE CLOSING

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- After the RCC has been executed, your HUD Transaction Manager will turn over primary responsibility for your file to your HUD Closing Coordinator, indicating your arrival at the homestretch (Yay!)
- The next step is to assemble and submit a Closing Document Submission Package to your HUD Closing Coordinator and to assigned HUD Field Counsel (for most upstate NY projects, including ours, that is Jim Brylinski in the Buffalo Field Office, who is great to work with).
- HUD asks that the Closing Document Package be submitted **within two weeks** after the RCC has been issued, and **no later than 60 days** after the RCC has been issued. Failure to do so will result in your project being placed in “Delayed Submission” status and can result in your Closing Coordinator and Field Counsel being unassigned and your RCC being withdrawn. (Our experience is that HUD is pragmatic with delays for good cause shown).

# NAVIGATING THE RAD CONVERSION PROCESS –

## STEP 6: GETTING TO THE CLOSING (CON'T.)



- Submission to Closing Coordinator is done electronically, while submission to Field Counsel is via CD/Hard Copy.
- HUD indicates that a Closing Document Package won't be reviewed until it is complete, but some of the documents required to be included (e.g. proof of EPC/CFFP Payoffs; Firm Commitment to Purchase the TE Bonds; 42(m) Letter (in lieu of LIHTC Reservation, which is only available for 9% LIHTC)) will not be available until at or just before closing. In our experience it is not just acceptable, but essential, to send in the Closing Document Package when you have a critical mass of documents, and indicate those that aren't then available will follow.
- Exhibit E of your RCC contains a useful Closing Checklist outlining the various Closing Documents that need to be included in your Closing Document Submission Package. Some of the required Closing Documents (particularly forms promulgated by HUD) will be different in PBV Conversions than PBRA Conversions so be sure you have the right checklist:
  - PBRA Closing Checklist can be found here: <http://www.radresource.net/output.cfm?id=pbrachecklist5.17>
  - PBV Closing Checklist can be found here: <http://www.radresource.net/output.cfm?id=pbvchecklist5.17>

# NAVIGATING THE RAD CONVERSION PROCESS – STEP 6: GETTING TO THE CLOSING (CON'T.)



- Your Counsel must prepare and include the following HUD deliverables for review and approval in the Closing Document Submission Package:

## I. RAD Use Agreement –

- HUD's restrictive covenant, imposes income and rent restrictions on the Project's units in accordance with the RAD HAP Contract, or  $\leq 80\%$  AMI (and Rents  $\leq 30\%$  of their income) in the event the RAD HAP Contract terminates early.
- Term of Use Agreement = intended term of the RAD HAP Contract (i.e. 15-20 yrs PBV; 20yrs PBRA).
- Same form of Use Agreement whether PBV or PBRA; (Form No. 52625; available here: [https://www.hud.gov/sites/documents/RADI\\_UseAgreement\\_52625\\_F.docx](https://www.hud.gov/sites/documents/RADI_UseAgreement_52625_F.docx)).
- Must be recorded prior to all other incoming encumbrances.
- For our project, we needed a separate Use Agreement for each of the component projects – Courtyard, Elmcrest and St. Francis

# NAVIGATING THE RAD CONVERSION PROCESS –

## STEP 6: GETTING TO THE CLOSING (CON'T.)



2. **RAD HAP Contract** – The document memorializing the housing assistance payments subsidy which you’re going through this whole process to receive. Different forms for PBV and PBRA:
  - PBV HAP Contract – HUD Form 52530A Parts I & II and HUD Form 52621 – available here: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/forms](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/forms)
  - PBRA HAP Contract – HUD Form 52620 (Part I) and HUD Form 52618 (Part II) – available here: [https://www.hud.gov/sites/documents/RADI\\_Pt1HAP\\_PB\\_52620\\_F.docx](https://www.hud.gov/sites/documents/RADI_Pt1HAP_PB_52620_F.docx)  
[https://www.hud.gov/sites/documents/RADI\\_Pt2HAP\\_PBRA\\_52618\\_F.docx](https://www.hud.gov/sites/documents/RADI_Pt2HAP_PBRA_52618_F.docx)
  - In our transaction we had 3 RAD HAP Contracts (1 for each of Courtyard, Elmcrest and St. Francis)
3. **Release(s) of Declaration(s) of Trust** – These release the existing HUD Restrictive Covenant (i.e. Declaration of Trust) recorded against the Project parcel(s) in connection with the public housing subsidy the PHA receives for the Project under its ACC.
  - No HUD prepared form for these;
  - If entire existing project site is being released, it is styled as a Full Release of Declaration of Trust;
  - If less than entire existing project site is being released, it is styled as a Partial Release of Declaration of Trust.
  - On our project we had 2 – Partial Release of DOT for Courtyard and Full Release of DOTs for Elmcrest

# NAVIGATING THE RAD CONVERSION PROCESS – STEP 6: GETTING TO THE CLOSING (CON'T.)



Additional documents to be submitted in the Closing Document package include:

1. Title Report, Owner's Proforma Title Policy and Survey;
2. Proposed Opinion Letters to HUD from PHA and Post-Conversion Project Owner's Counsel;
3. Proposed Property Management Agreement;
4. Proposed Tenant Lease;
5. Organizational Documents for New Ownership Entity/Entities (i.e. all entities in the organizational structure). This includes the A&R LPA or A&R OA of the incoming beneficial owner prepared by tax credit equity investor for execution at closing, which must contain specific RAD Program insert;
6. Proposed Conveyance Documents (i.e. Deed or Ground Lease);
7. Proposed Restrictive Covenants from other Financing Parties (e.g. LIHC Regulatory Agreement); and
8. Note and Mortgage for each incoming Loan (either including language subordinating to RAD Use Agr. or stand-alone subordination(s));

# NAVIGATING THE RAD CONVERSION PROCESS –

## STEP 6: GETTING TO THE CLOSING (CON'T.)



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- Once HUD Field Counsel has approved the documents in the Closing Submission, Counsel from OGC HQ in Washington D.C. will also review;
  - All required revisions are primarily raised by, and coordinated through, your closing coordinator, and are uploaded electronically to the RAD Resource Desk;
  - Upon approval of the entire submission package by Closing Coordinator, HUD Field Counsel and Counsel in OGC HQ, your Closing Coordinator will obtain executed versions of the HUD Deliverables (i.e. RAD Use Agreement(s), RAD HAP Contract(s) and Release(s) of Declaration(s) of Trust) and send them to your Title Company in escrow pending your financing closing, signifying that you've completed all pre-closing RAD Conversion Requirements!!

# A FEW THOUGHTS FROM THE OTHER SIDE – POST-CONVERSION CONSIDERATIONS

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# HOW DOES HUD SUBSIDY FLOW – 1<sup>ST</sup> YEAR WITH PARTIALLY OCCUPIED PROJECTS

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## DURING THE 1<sup>ST</sup> YEAR OF CONSTRUCTION

- HAP payments under PBRA will not commence until the first full year after the contract effective date as defined in your HAP Contract.
- As in our case, the HAP Contract is effective as of 2/1/2019. Our first year subsidy comes from the HUD 2019 Public Housing appropriations (prorated) Operating Fund & CFP.
- A HAP Voucher needs to be filed requesting \$ -0- HAP for this first year
- You can limit the transfer of subsidy to only what the LP needs to operate for that fiscal year.
- While in Development, the LP only needs to operate in the black by a simple amount, enough to cover expenses and the ILP's Asset Management Fee.
- You can pledge the balance of Subsidy to your other public housing AMP's.

# HOW DOES HUD SUBSIDY FLOW – 2<sup>ND</sup> YEAR AND BEYOND

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## DURING THE 2<sup>ND</sup> YEAR OF CONSTRUCTION

- As authorized under the 2020 Appropriations Act (once approved) Housing Assistance Payments (HAP) will flow directly to the LP's account and not to the PHA. (for PBRA only – for PBV, funds flow through PHA's HCV program).
- In GHA's case, PBRA will consist of the full contract rents minus tenant rent for all occupied units. All Utilities are included in the rents.
- For un-occupied units under construction – the LP will voucher for RAD Rehab Assistance Payments @ \$425 per unit per month, as determined by HUD for, as in Geneva, until December 31, 2020.
- For vacancy payments during Rent-Up, HUD allowed 80% of the contract rent for a vacancy period not exceeding 60 days with restrictions.

## WHAT ABOUT THE TENANTS (DURING REHABILITATION)?

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- We developed a Relocation Plan in compliance with the Uniform Relocation Act
- No resident can be involuntarily permanently dislocated. For those residents that were over the 60% AMI tax credit limits, we elected to use income averaging by agreement with HFA and the investor. In some cases tenants elected to leave voluntarily and were given financial assistance to do so. The cost of temporary relocation is factored into the development budget
- We have a staff person dedicated to managing the relocation process and are performing the rehabilitation work in phases to limit the number of tenants that move off-site.

# WHAT ABOUT THE TENANTS (ONCE COMPLETED)?

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- They continue to pay 30% of income for rent. They can also receive Choice Mobility Vouchers (after 2 years in PBRA, and after 1 year in PBV – they get placed at the top of the waiting list). In our case HUD waived the CMV requirement because GHA didn't have any. Flat renters, who were paying less than 30% of their income at time of Closing, need to be phased up to pay 30% of adjusted income, over either 3 years or 5 years, depending on the delta between what they are paying, and 30% of income.
- Apartments are modernized, made more energy efficient, lead and asbestos, if any, are remediated.
- Project is owned by the limited partnership, not the PHA. If the PHA is the management agent tenants should not notice any difference in operations.

# CONSTRUCTION

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- Three separate projects under construction at the same time
- Relocation Coordinator working with the tenants
- With buildings from the 1960s, a lot of upgrades needed to be made to the development. It is impossible to plan for everything you will encounter. We budgeted a 10% contingency.
- Two year time frame
- Twice monthly development team/construction team meetings

## ST. FRANCIS UNDER CONSTRUCTION



- Once we demolished the gym ceiling we found a secondary ceiling that also had to be removed to permit patching of the plaster ceiling. The construction contingency gets used up quick on an historic rehabilitation project. This area will be rebuilt with apartments.

# ELMCREST WORK IN PROGRESS

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- Left: Electrical Rough In
- Right: Water Resistant Sheetrock at Bathrooms



# COURTYARD APARTMENTS- REMOVAL AND REPLACEMENT OF SANITARY LINE

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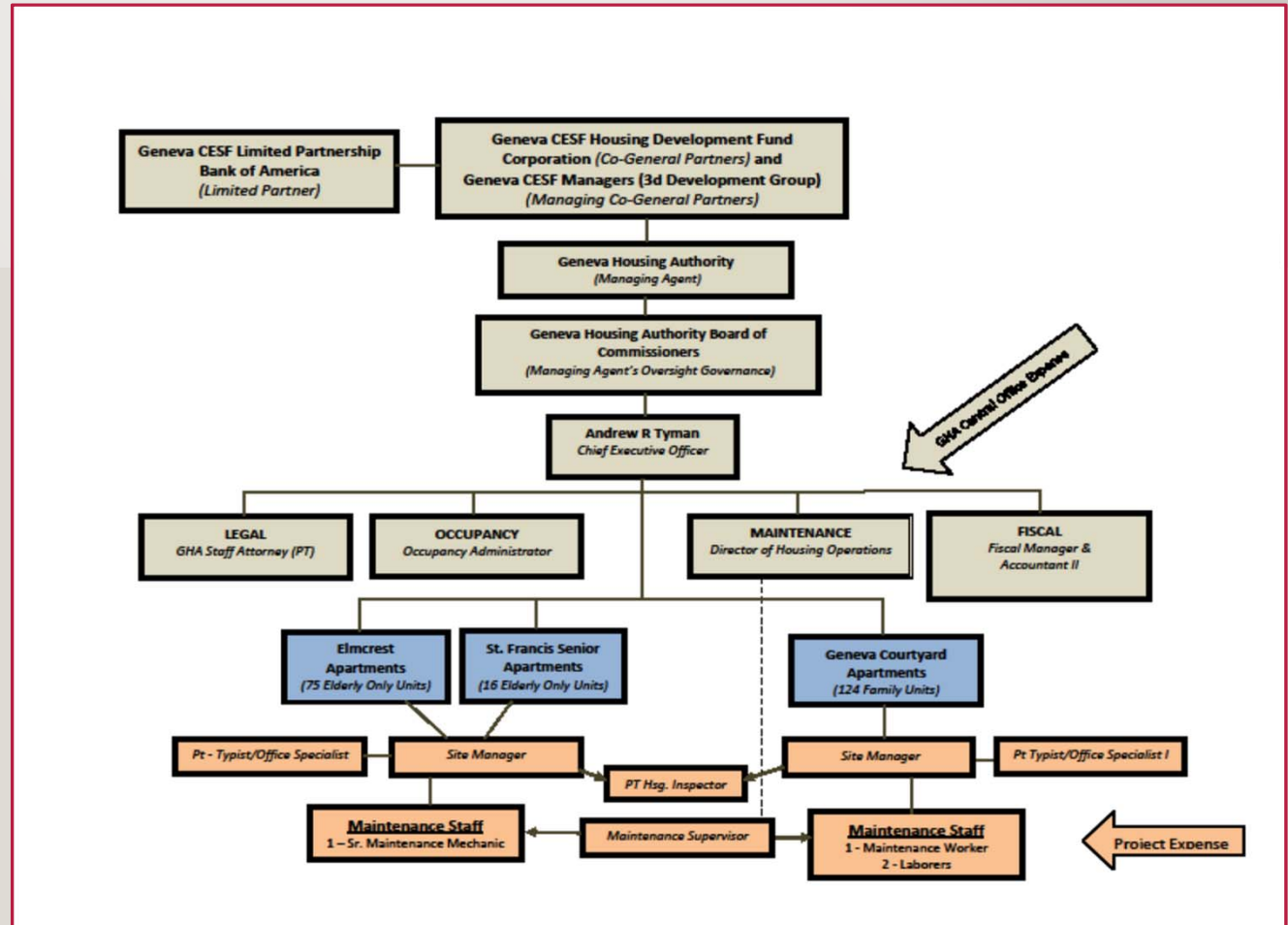
# COURTYARD APARTMENTS – NEW SIDEWALKS AND ROOFS

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# PROPERTY MANAGEMENT - ORGANIZATIONAL

- Property Management Agreement & Plan between the Limited Partnership & the GHA.
- GHA assigned Project Staff from it's existing Civil Service staff.
- Employees remain under the NYS Retirement Program
- Staff expenses are split between direct Project expense and direct Central Office expense.



# PROPERTY MANAGEMENT UNDER PROJECT BASED RENTAL ASSISTANCE (PBRA) – HUD MULTIFAMILY

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- Your staff will be responsible for knowing all LIHTC, Fair Housing, HUD PBRA Regulations and New York State Housing Finance Agency guidelines covering family size and needs as they relate to unit size.
- Understanding the requirements of the Low-Income Housing Tax Credit Program (“LIHTC”) governed by Section 42 of the Internal Revenue Code (“Code”) is really important.
- Your Investor (Limited Partner) will require you to use a Third Party to review all new tenants files for eligibility. In Geneva’s case, we are utilizing Spectrum. All files are scanned in emailed for their review, prior to lease execution.
- Stiff penalties and/or downward adjusters in your Developers Fees will be imposed for units not in compliance!

# PROPERTY MANAGEMENT UNDER PBRA

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- The PHA and the Agent will need to furnish, at its own expense, a fidelity bond which is at least equal to the gross potential income for three months and is conditioned to protect the Owner and the NYS-HFA, (Consenting Parties) against misappropriation of project funds by the Agent and its employees.
- The PHA will need to provide a Real Estate Brokers License for managing property not owned by the PHA.
- The Agent will be compensated for its services under this Agreement by monthly fees, to be paid out of the Rental Agency Account and treated as Project Expenses. Each such monthly fee will be in an amount equal to Eight Percent (8.0 %), or as HUD/HFA allows, of all gross collections including rental income, and Section 8 receipts..

## THE FOLLOWING EXPENSES WILL BE PAID FROM THE PROJECT'S GENERAL OPERATING FUND:

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- Compensation for Site Manager, Maintenance, Janitorial staff and Inspection Services
- Site office expenses
- Project Legal fees
- Annual Independent Auditing Services
- Project Maintenance and Operating costs
- Fidelity bond premium for Site Manager and other on-site staff
- Project Utilities
- Marketing & Advertising
- Taxes (PILOT)
- Project Insurances
- Third Party eligibility screening
- Data processing & computer networking fees
- Security camera networking expenses
- Third Party Payroll Services
- Snow Removal & Landscaping costs
- Security related contracts
- Miscellaneous project expenses

## THE FOLLOWING EXPENSES WILL BE PAID FROM THE PHA'S CENTRAL OFFICE COST CENTER (COCC):

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- All Supervisory Salaries and Benefits, including the Executive Director, Occupancy Supervisor, Accounting Staff
- Training & travel expenses for the above staff.
- PHA Liability Insurance
- In-direct sundry expenses, i.e. COCC copier,
- Real Estate Brokers License fees
- Fee Accounting expense

# COMPLETION AND OCCUPANCY

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- First year compliance is a challenge. Over-income tenants, household size adjustments, and unit mix changes can make it difficult. A key component of RAD is the right to return
- If taking tax credit on the acquisition begin tax credit certification before closing. You have 120 days to complete it. Otherwise complete the certification just prior to reoccupancy.
- Your investor will provide most of the compliance monitoring. HUD has deferred to them in underwriting.
- Your investor may require an outside company audit your tenant files.
- Your office staff should become tax credit certified.

# COMPLETION DATES

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- St. Francis will be completed by December 2019 (*12-months*)
- The south half of Elmcrest will be completed and reoccupied by mid-June. We will vacate the north side immediately thereafter. The full project will be completed December 2019. (*12-months*)
- Courtyard Apartments started with buildings A and B. They will be completed by the end of May. Each “Phase (courtyard section)” will take about 65 days with relocation of tenants within the project. The full project will be completed August 2020. (*19 months*)

# ANY QUESTIONS?

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- For additional information you can contact:
- Andy Tyman – Geneva Housing Authority  
315-789-8010 or [atyman@genevaha.com](mailto:atyman@genevaha.com)
- Bruce Levine – 3d Development Group LLC  
716-839-0549 or [bruce@3ddevelopment.com](mailto:bruce@3ddevelopment.com)
- Jeremy Root, Esq. - Cannon Heyman and Weiss, LLP  
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